

FOREIGN NATIONAL STUDENT INTERN PROGRAM AT AMERICAN EMBASSY KUWAIT

The U.S. Embassy in Kuwait is seeking an individual for the position of a STUDENT VOLUNTEER INTERN (PART-TIME) to work in the Commercial Affairs Section.

The Student Intern Program offers students the challenge of working in a Foreign Affairs arena. This program does not provide any benefits, compensation or future employment rights. Service is not creditable for leave accrual or any other employee type benefits.

Opening date: 19 February 2014

Closing date: 11 March 2014

Hours per day; days per week: 3-4 Hours per day
Part-Time; 15-20 hours per week
Sunday through Thursday

Duration of internship: February 2014 until June 2014

Duties and Responsibilities:

Candidate will engage with Kuwaiti and American businesses through the Embassy's Commercial Affairs programming and events and so the candidate must be comfortable dealing with the public. The intern will also work with the American Business Council of Kuwait on the CEO roundtable series program and in the market research.

Qualification Requirements:

- Candidate must be a non-U.S. Citizen and at least 18 years of age.
- Must have completed high school education prior to beginning the program.
- Must be currently enrolled in, not less than half-time, trade school, technical or vocational institute, junior college, college, university or comparable recognized educational institution.
- Must be a student in good academic standing.
- Must possess **Fluent** Spoken and Written English.
(Language skills will be tested)
- Must have experience with social media and basic computer programming.
- Must be a self-starter and active problem solver.

Application Process:

Interested applicants **must** submit the following forms **or the application will not be considered**.

1. Application for Foreign National Student Intern Program, available on the Embassy's website: <http://kuwait.usembassy.gov>
2. Statement of Interest
3. Gratuitous Service Agreement
4. Written permission from the university/educational institution in which the student is enrolled, to participate in the Intern Program.
5. Letters of recommendation
6. Official transcript to verify that the student is in good academic standing.
7. Copy of Civil ID and passport including the residence permit page.
8. Copy of health insurance card.

Selected candidate will be required to undergo security clearance.

Submit your application package to: HROKuwait@state.gov before **close of business on Tuesday, March 11, 2014. Late and incomplete submissions will not be accepted.**